



# PROJECT MANAGER, REVIEW

## Background

The California Institute for Regenerative Medicine (CIRM) is the state's Stem Cell Agency. We were created by the voters of California when they approved Proposition 71 in 2004, and renewed when Proposition 14 was approved in 2020, providing \$5.5 billion to invest in stem cell research in California. CIRM's mission, to accelerate stem cell and regenerative medicine treatments to patients with unmet medical needs, is what drives us to succeed every day.

To meet this challenge, our team of highly trained and experienced professionals actively partners with both academia and industry in a hands-on, entrepreneurial environment to fast-track the development of today's most promising stem cell and regenerative medicine technologies.

CIRM is the world's largest institution dedicated to helping people by bringing the promise of regenerative medicine closer to reality.

## General Statement

The Project Manager for Review reports to the Vice President of Portfolio Development and Review and is responsible for coordinating, managing, and implementing critical process aspects of grant or loan application solicitation, submission and review. The Project Manager must be able to work independently and must be able to exercise sound judgment to ensure that the review process is appropriately administered. The Project Manager liaises with other CIRM team members in information technology, grants management, and legal as well as with science officers to coordinate activities.

## Job Functions

In this position you will be accountable for:

### Managing the Review Process

- Creating and managing a work plan that identifies and sequences the activities needed to successfully execute each review meeting.
- Collecting, organizing, and maintaining the official records of the Portfolio Development and Review Team.



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- Managing the posting of RFAs and related materials on the CIRM public website.
- Managing the integrity of application data including reconciling errors, inconsistencies, and ensuring accuracy.
- Reviewing applications for potential conflicts of interest and conformity to CIRM submission requirements.
- Tracking conflicts of interest for reviewers, patient advocates, and CIRM team members.
- Coordinating team resources to effectively implement the process.
- Constantly monitoring and reporting on progress of the review process to all stakeholders.

## **Managing Reviewers**

- Managing a database of external expert reviewers to serve on scientific reviews.
- Coordinating travel, honorarium, and reimbursement for reviewers.
- In consultation with the Senior Science Officer, Associate Director, or Vice President, identifying, recruiting, and assigning expert reviewers to a review cycle or standing panel.
- Ensuring that scientific reviewers submit written critiques and scores by established deadlines.
- Liaising and maintaining professional relationships with reviewers to ensure they are adequately informed of the process, procedures and requirements.

## **Coordinating Activities and Communication**

- Coordinating flow of materials/information to grants management officers, directors, information technology team, and science officers as appropriate.
- Collaborating and communicating with other CIRM teams to harmonize procedures and resource allocation as needed.
- Participating in the Grants Management System development process to ensure proper design and implementation of new web-based applications, forms, and user interfaces.
- Developing, tracking and reconciling budget for review activities.
- In consultation with the Vice President, Associate Director, or Senior Science Officers, assisting with the preparation, copy, editing, redaction of sensitive/confidential information, and distribution of review reports and other related documents



## **Harmonizing with the CIRM Mission**

- Demonstrating in your words and actions commitment to CIRM's mission.
- Collaborating with CIRM team members to generate efficiencies, enhance productivity, and develop competencies.
- Committing to team decisions by supporting and working to achieve team objectives.

## **Supervision Received**

The Project Manager reports to the Vice President of Portfolio Development and Review.

## **Qualifications**

- BA/BS degree in business administration or related area and four years of experience performing related work or an equivalent combination of education and experience.
- Knowledge of grant peer-review and management practices.
- Experience in implementing policies and procedures.
- Excellent organizational skills and attention to detail.
- Outstanding communication skills.
- Ability to work collaboratively in a team-oriented environment.
- Ability to embrace change and a desire to learn.

## **Working Conditions**

- Ability to operate standard office equipment.
- Being available to work outside of normal business hours.
- Being able to travel statewide, if necessary.

**During the COVID pandemic, remote work is acceptable, however eventual willingness to work collocated with the team is a must.**



## **Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

## **Other Information**

The duties of this position are performed indoors. The employee's workstation is located at 1999 Harrison Street building in Oakland and is equipped with standard or ergonomic equipment, as appropriate. Travel may be required to attend meetings or raining classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. \* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Vice President, Administration).

*\*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.*

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## **Salary Range and Benefits**

The salary range for the Project Manager, Review is \$102,104-\$153,332. CIRM offers a competitive compensation package.



## How to apply

Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application at <http://jobs.ca.gov/pdf/std678.pdf>

**\*\*A California State application is required as CIRM is a state agency. You will not be considered without this.**

**To: [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov).** Electronic applications preferred.  
CIRM is an Equal Opportunity Employer and committed to a diverse workforce.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

**Final Filing Date: 10 days out or until filled**

### Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Human Resources  
Attn: CIRM, Jobs  
1999 Harrison Street,  
Oakland, CA 94612

### Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume/CV

**Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.**



## **Application Information**

All applicable fields on the State Application Form (STD. 678) must be filled out completely. Resume must be included. Clearly indicate on the Form STD. 678 in the field titled "Examination(s) or Job Titles for Which You Are Applying" the position title as indicated on this job announcement and your basis of eligibility (list eligibility, lateral transfer, reinstatement, etc.). Employment history on your application must be complete with dates, description of duties and responsibilities for each position held, contact names and phone numbers of supervisors. Applicants who do not submit all of the required documentation (incomplete application package) may be eliminated from the selection process.

NOTE: For security purposes, your full social security number is not required on the application.

For any inquiries about the position sent to [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov), the e-mail should have the position title on the subject line.

## **Contact Information**

The Vice President, Administration is available to answer questions regarding the application process and the position.

### **Human Resources Contact:**

**Maria Bonneville**

**Email - [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov)**

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

- EEO Officer: Maria Bonneville (Acting)
- Email: [jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov)
- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## **Equal Opportunity Employer**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation,



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race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

## **Benefits**

Information on benefits afforded by membership in the California Public Employees' Retirement System can be found on the California Department of Human Resources (CalHR) Salary and Benefits website at [www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx](http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx).

Information regarding Merit System Principles provided to public employees by the State Civil Service Act can be found on the CalHR website at <https://www.calhr.ca.gov/Training/Pages/performance-management-merit-system-principles.aspx>.

Additional benefit information can be found on the CalHR California State Civil Service Employee Benefits Summary website at <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>. This webpage is intended to provide general information.

\*All hires at CIRM are Exempt and considered Exempt for the purposes of collective bargaining.